

# RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

## Employee Time Sheet

Employee Name:								
I.D. No.:								
Campus:								
Department:								
Week Ending:								
Weekday	Date	Start Work	Time Out (Lunch)	Time In (Lunch)	Other (Time Out)	Other (Time In)	End Work	Total Hours
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Brief Explanation of Overtime: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Supervisor's Signature

**For Office Use Only:**

WEEKLY TOTAL													
Hours Worked:													
Leave Hours:													
Total Hours:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Regular Hours</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%; text-align: center;">x</td> <td style="width: 10%; text-align: center;">=</td> <td style="width: 50%; text-align: center;">_____</td> </tr> <tr> <td>Overtime Hours</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">x</td> <td style="text-align: center;">=</td> <td style="text-align: center;">_____</td> </tr> </table> <p style="text-align: center; margin-top: 20px;">TOTAL WEEKLY PAY \$ _____</p>				Regular Hours	_____	x	=	_____	Overtime Hours	_____	x	=	_____
Regular Hours	_____	x	=	_____									
Overtime Hours	_____	x	=	_____									